

TRAINING EVALUATION



Title of Course: Grievance Procedure

Instructor: Richard Kirkpatrick/Norm Beattie

Date: _____

INSTRUCTIONS: Please answer the questions below. Your opinion will be helpful in evaluating the results of this course, and will assist the instructor in improving the program.

	Excellent	Good	Fair	Poor
1. Were introductions to topics thorough?				
2. Did the instructor display adequate knowledge of the subject?				
3. Did the instructor exercise adequate control of discussion?				
4. Did the discussions cover sufficient ground in the time available?				
5. Do you feel you had the opportunity to express your ideas?				
6. Did the instructor maintain a manner that gained respect & confidence?				
7. Did the instructor reflect enthusiasm throughout the course?				
8. If visual aids were used, were they used effectively?				
9. Do you feel the group had the opportunity to express their opinion?				
10. Will the course increase your skills and knowledge of your job?				
11. How did the course benefit you (concepts, skills, practices, etc.)? How will it help you to do a better job?				
12. What parts of the course (and how much time) were spent on things you already knew? What was the most favorable and beneficial aspect of the course?				
13. In what way was the course weak or unsatisfactory?				
14. Did the course relate to your job? Please explain if the connection is not obvious.				
15. Additional comments and opinions about the course and suggestions for improvement.				

